

Senate Bill 70 (SB 70) Overview

This document contains the program background and upload
instructions for the SB 70 file.

**PROGRAM
BACKGROUND
AND FILE
UPLOAD
INSTRUCTIONS**

Table of Contents

SB 70 Background and Instructions	3
SB 70 Introduction	3
Enrollment Elements	4
Persistence Elements	4
Graduation Elements	5
Unitary Data Elements	5
Stay Connected!	5
SB 70 File Guidelines	6
System Requirements	6
Accessibility Requirements	7
File Upload Instructions	8
Assumptions	8
Reference Information	15
Frequently Asked Questions – SB 70	16
General Questions	16
Enrollment File Questions	16
Persistence File Questions	17
Graduation File Questions	17
Unitary File Questions	18
Job Placement Rate and Salary/Wage Questions	18

Read this document before reading the Institutional Data Reporting Import Specifications document.

SB 70 Background and Instructions

SB 70 Introduction

On March 24, 2011, Senate Bill (SB) 70 was chaptered into California law amending sections 69432.7, 69432.9, 69433.2 and 69433.6 of the California Education Code (CEC). These changes will affect Cal Grant students and institutions beginning with the 2011-12 academic year.

The new code provides, “(a) As a condition for its voluntary participation in the Cal Grant program, each Cal Grant participating institution shall, beginning in 2012, annually report to the commission, and as further specified in the institutional participation agreement, both of the following for its undergraduate programs:

(1) Enrollment, persistence, and graduation data for all students, including aggregate information on Cal Grant recipients.

(2) The job placement rate and salary and wage information for each program that is either designed or advertised to lead to a particular type of job or advertised or promoted with a claim regarding job placement.

(b) Commencing the year after the commission begins to receive reports pursuant to subdivision (a), the commission shall provide both of the following on its Internet Web site:

(1) The information submitted by a Cal Grant participating institution pursuant to subdivision (a), which shall be made available in a searchable database,

(2) Other information and links that are useful to students and parents who are in the process of selecting a college or university. This information may include, but not be limited to, local occupational profiles available through the Employment Development Department’s Labor Market Information Data Library.”

The data you will be reporting to the California Student Aid Commission (Commission) is by academic year (AY) after it is closed.

You will report your institution's enrollment, persistence and graduation. You may also choose to provide either files or unitary data (if your institution would prefer for the Commission to aggregate your data). Please note that the information reported applies to all students, not just Cal Grant recipients, and you can find more information about SB 70 on the Commission's website.

Though SB 70 reporting requirements began in 2011, the Job Placement Rate and Salary/Wage requirement was not required until December 2014. This requirement clarified the 2 acceptable methodologies to report Job Placement Rate and Salary/Wage data: first, the California Community Colleges (CCC) College Wage Tracker is a data mart that collects wages of students who completed credit awards at a particular California Community College over a series of academic years using California Employment Development Department Unemployment Insurance wage data. The total annual median wages for students three years after completion of award are then calculated and categorized by college and type of award. The percentage of students for whom this data was available, or an "award to match rate", is also calculated. The Job Placement Fact Sheets and Salary and Wage Information can be found here (https://webutil.csac.ca.gov/SB70_Inst/JobFacts.aspx). Second, unless an exception applies, private postsecondary institutions operating in California are subject to the authority of the Bureau of Private Postsecondary Education (BPPE). BPPE institutions are required, by statute, to report job placement rate and salary and wage data. BPPE institutions must email a PDF of the institution's Student Performance Fact Sheet (already required by BPPE) to the Commission to meet this year's expanded SB 70 reporting requirements. Finally, non-BPPE institutions may choose either methodology, providing data similar to the College Wage Tracker or a PDF comparable to the Student Performance Fact Sheet.

Enrollment Elements

For the purposes of your reporting, we are defining an enrollment cohort as students who are new to an institution during the academic year, either first-time college students or transfer students. High school students that are concurrently taking college courses for credit, those taking only remedial, English as a Second Language (ESL) or basic skill courses, and visiting students to your institution will not be counted in your enrollment file.

Persistence Elements

We define persistence as the total number of undergraduate students by cohort who have continued in, or persisted in, their education by enrolling in and completing at least one course

at the institution during the academic year following initial enrollment, and every academic year thereafter. This information needs to be segregated by enrollment status, race/ethnicity, gender, and Cal Grant recipient status for each campus. Your institution will update persistence data annually for each cohort until the number of academic years reported is at least 200% of the published program length.

Graduation Elements

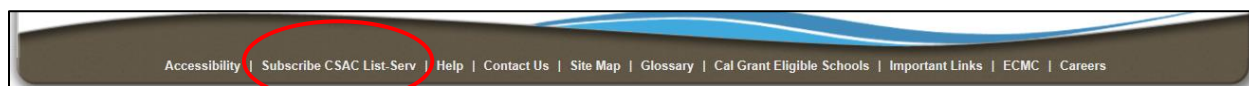
Graduation is considered to be the number of students within the cohort who complete a program and upon whom the institution has actually conferred the degree, diploma, certificate or other formal award. This information is for each undergraduate program and campus, reported by Classification of Instruction Program (CIP) Code, enrollment status, race/ethnicity, gender and Cal Grant Status. Graduation is considered within 100%, 150% and 200% of the published program length of the program; so, for example, for an institution to report a student as completing within 150% of the published program length, the student must complete the program or certificate or degree in more than 100% of the published program length but no more than 150%. Reporting of students that take longer than 200% to complete the program is optional.

Unitary Data Elements

An institution may elect to submit a unitary data file that includes sufficient student data in order for the Commission to prepare the report on the institution's behalf. The information reported includes student name, date of birth, social security number, race/ethnicity and gender, enrollment date and status, campus code, CIP code, units completed and program completion if the student has graduated. Institutions will then upload the data file via our Web Grants system. Though most institutions don't report this way, it is an option. If you submit the unitary file, you need not submit the aggregated files.

Stay Connected!

You can refer to the [Grant Operation Memos](#) for information on the SB 70 deadline. If you are not subscribed to the Commission's List-Serv, you can register from the Commission's homepage – simply select the 'List-Serv Subscription' link at the very bottom of the page.



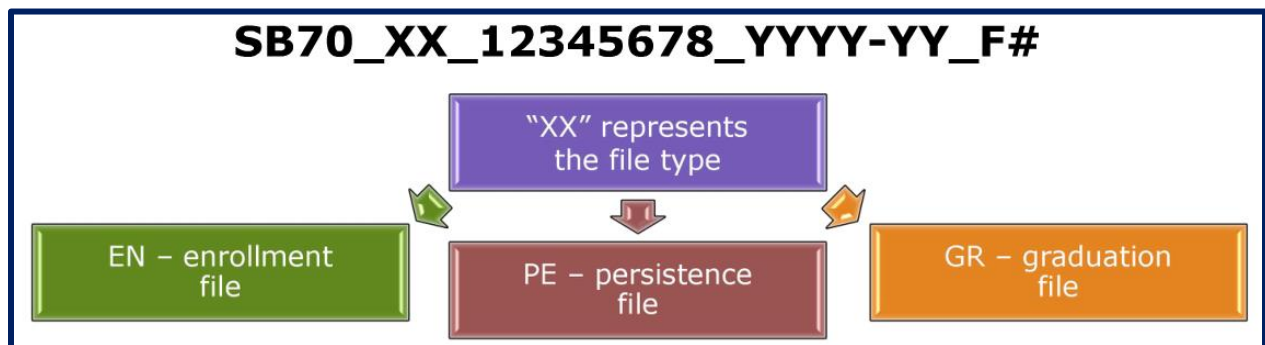
SB 70 File Guidelines

All *Collection Types* (Enrollment, Persistence, Graduation, Job Placement, and Unitary) must be submitted in separate fixed field length files that shall not exceed 25 MB. For specific definitions and field requirements, please refer to the

Institutional Data Reporting Import Specifications document that can be found on the California Student Aid Commission's website under the "Colleges" tab.

All files must adhere to the file name specifications and the file name shall not exceed 32 characters including the file type extension.

- Example: SB70_XX_12345678_YYYY-YY_F#.txt



Every line will begin with SB 70, followed by an underscore. Next, choose EN, PE or GR depending on which file you are submitting, then underscore. Next, you will use your 8 digit OPE ID number, underscore, the academic year, underscore, and then the File Sequence number. For example F1 if it is the first file you are submitting.

A comment here regarding the F#: most school files will be labeled with F1. It is acceptable to put all cohort years in one file. If your F1 file exceeds 25 megabytes, you would then move to a second file and label it F2.

System Requirements

The web application is designed for use with the following web browsers:

- Microsoft Internet Explorer version 9.0 and higher
- Mozilla Firefox version 18.0 and higher
- Google Chrome version 24.0 and higher

- Apple Safari version 5.0 and higher

The computer should also meet the minimum system requirements provided by the manufacturer of the browser being used. The web application will perform best on computers with a high-speed Internet connection similar to Digital Subscriber Line (DSL), cable, or faster. It is not recommended for use with computers using a dial-up modem based Internet connection.

Accessibility Requirements

To access the SB 70 web application you **must** have a WebGrants user account. If you do **not** have a WebGrants user account, contact your *School Administrator*. If your school does not have a *School Administrator*, contact the CSAC Help Desk at 1-888-294-0148 or by email at csachelpdesk@csac.ca.gov to request an account.

Note: If additional users are necessary for the purpose of solely uploading SB 70 data then the access must be limited to the ***SB 70 Data Reporting*** screen.

File Upload Instructions

To begin the process of uploading SB 70 data, type the following URL into the web browser address bar.

<https://webgrants.csac.ca.gov/common/logon.aspx>

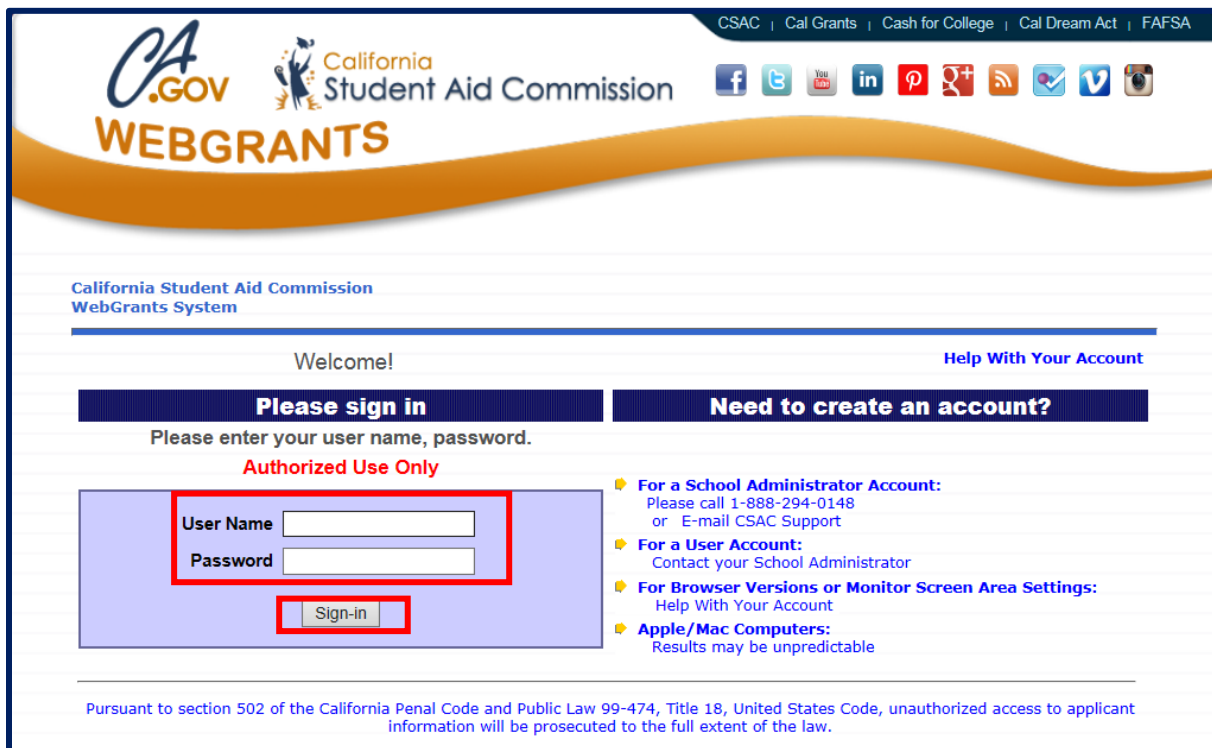
Assumptions

To complete the process of uploading SB 70 data, the following assumptions have been made:

- The reporting individual has a valid WebGrants user account
- The reporting individual has access to the SB 70 menu
- The reporting individual has valid SB 70 data to report
- The reporting individual has a valid SB 70 import specifications to upload

Instructions to upload SB 70 Data File

1. Navigate to the WebGrants System login page.
 - This is the entry point through which all authorized users can access the WebGrants System.
2. Enter the **User Name** and **Password** and select the **Sign-In** button.



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WEBGRANTS

California Student Aid Commission
WebGrants System

Welcome! [Help With Your Account](#)

Please sign in

Please enter your user name, password.

Authorized Use Only

User Name

Password

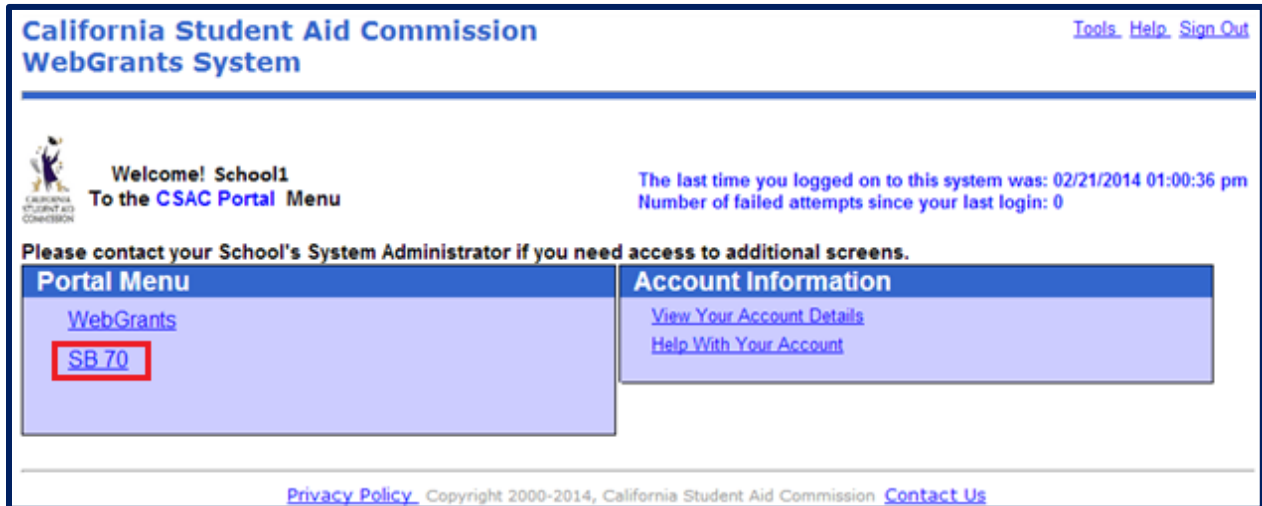
Sign-in

Need to create an account?

- For a School Administrator Account:
Please call 1-888-294-0148
or E-mail CSAC Support
- For a User Account:
Contact your School Administrator
- For Browser Versions or Monitor Screen Area Settings:
Help With Your Account
- Apple/Mac Computers:
Results may be unpredictable

Pursuant to section 502 of the California Penal Code and Public Law 99-474, Title 18, United States Code, unauthorized access to applicant information will be prosecuted to the full extent of the law.

3. The system will display the **Portal Menu** screen upon successfully authenticating the login credentials.
 - **Note:** Depending on the profile authorization there may be more options available in the Portal Menu than what is shown below.
4. Select the "SB 70" menu option.



California Student Aid Commission
WebGrants System

[Tools](#) [Help](#) [Sign Out](#)

Welcome! School1
To the CSAC Portal Menu

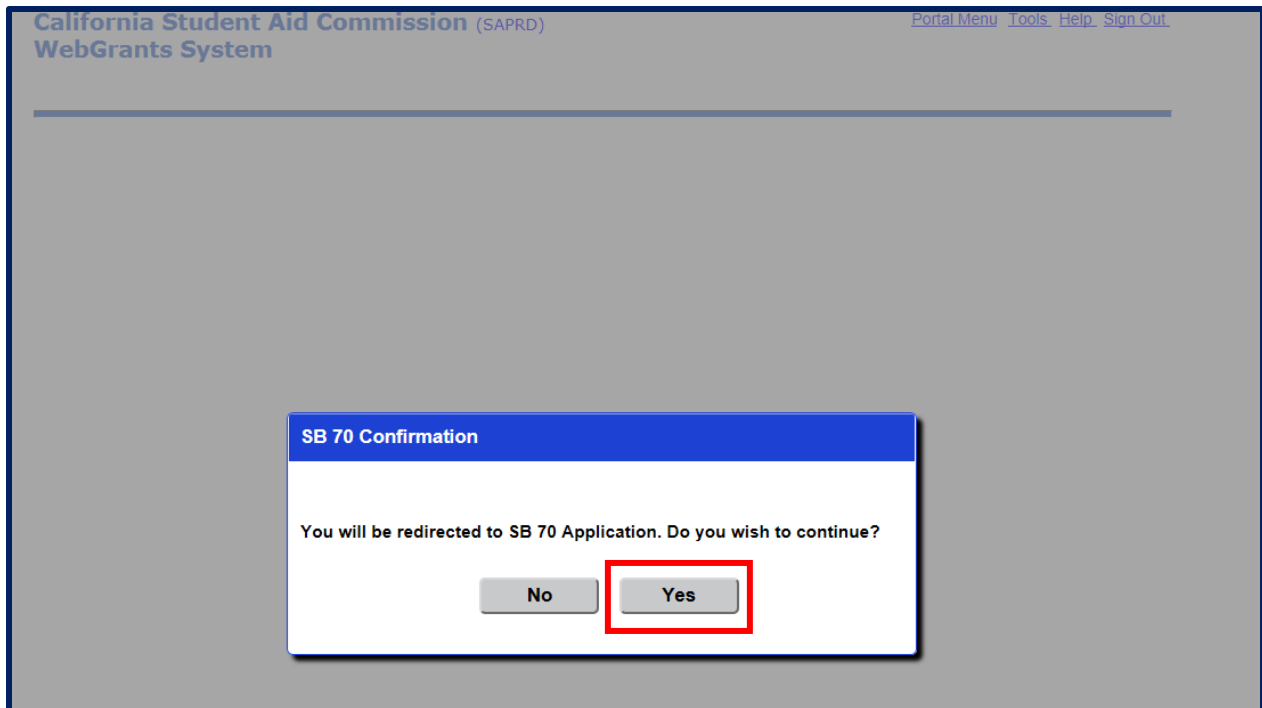
The last time you logged on to this system was: 02/21/2014 01:00:36 pm
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

Portal Menu	Account Information
WebGrants SB 70	View Your Account Details Help With Your Account

[Privacy Policy](#) Copyright 2000-2014, California Student Aid Commission [Contact Us](#)

5. The system will display the **SB 70 Confirmation** dialogue box.
6. Select the **Yes** button.



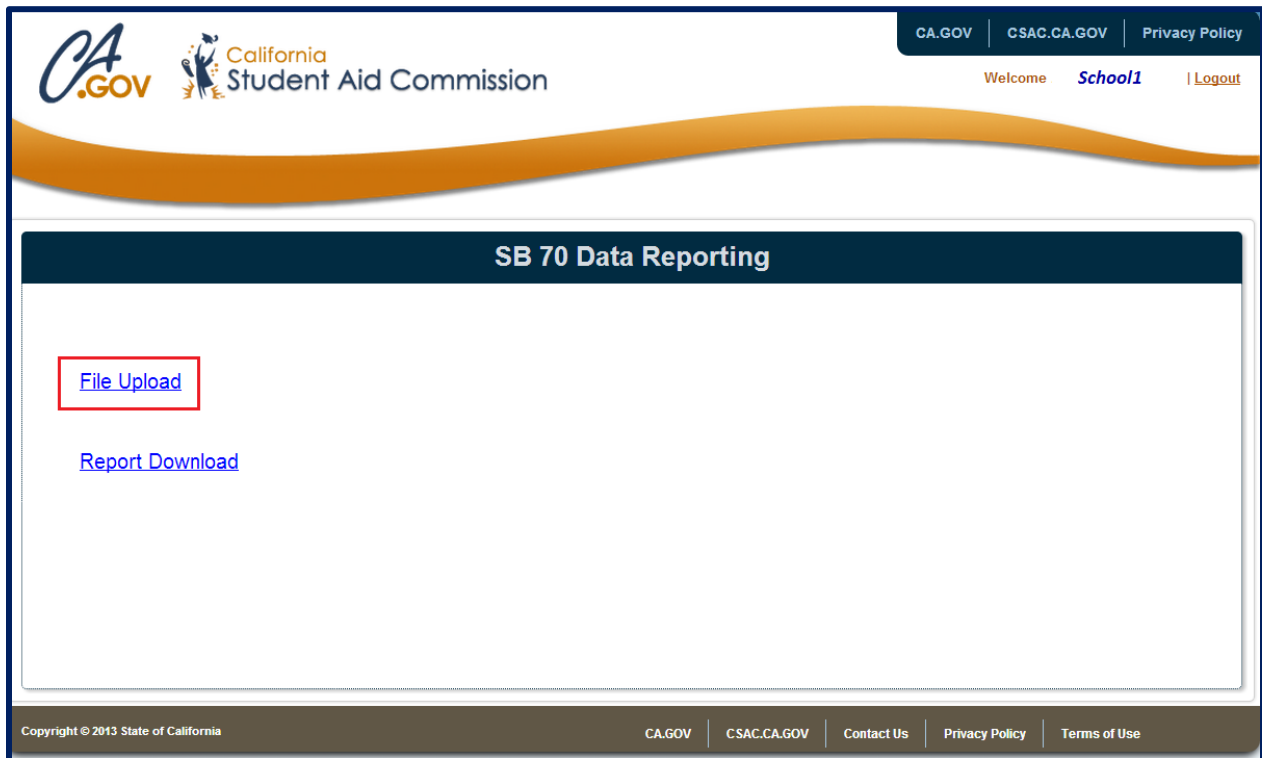
California Student Aid Commission (SAPRD)
WebGrants System

[Portal Menu](#) [Tools](#) [Help](#) [Sign Out](#)

SB 70 Confirmation

You will be redirected to SB 70 Application. Do you wish to continue?

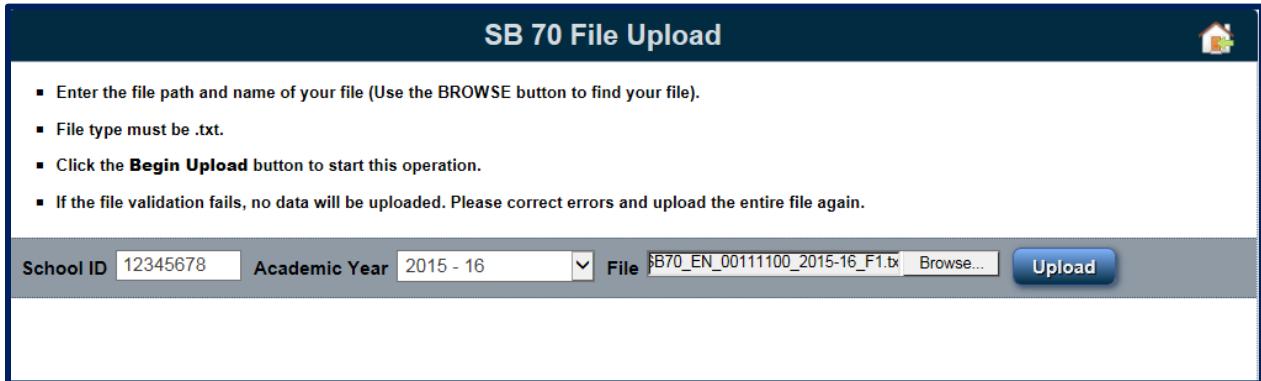
7. The system will display the **SB 70 Data Reporting** screen.
8. Select the **File Upload** option.



9. The system will display the SB 70 File Upload screen
10. Enter the **School ID**, select the **Academic Year** and select the **File** to upload.
 - Note: Ensure the file name complies with the specifications provided below. The file name shall not exceed 32 characters including the extension type.
 - The school code is automatically populated based on the Institution's assigned school code(s). If there are multiple Institutional codes assigned, they will appear as a drop down from which you can select.
 - Example: SB70_EN_12345678_2015-16_F1.txt (see page 6 for details)

Field Name	Length	Data Type	Description	Format
SB70	4	Char	Static Value	XXXX
File Type	2	Char	Static Value EN = Enrollment PE = Persistence GR = Graduation UN = Unitary	XX
School ID	8	Integer	OPEID - District or School Identifier	#####
Academic Year	7	Integer	Academic Year	####-##
File Number	2	VarChar	File sequence number	F#

11. Select the **Upload** button.



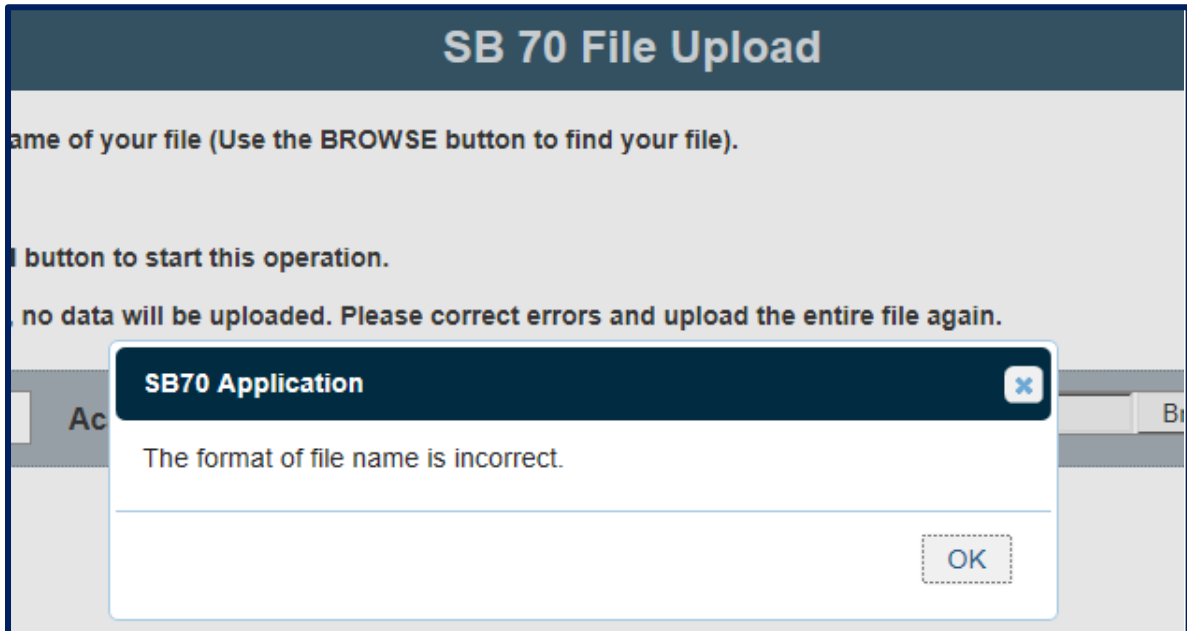
SB 70 File Upload

- Enter the file path and name of your file (Use the BROWSE button to find your file).
- File type must be .txt.
- Click the **Begin Upload** button to start this operation.
- If the file validation fails, no data will be uploaded. Please correct errors and upload the entire file again.

School ID: 12345678 Academic Year: 2015 - 16 File: SB70_EN_001111100_2015-16_F1.tx Browse... **Upload**

12. If the file name does not comply with the **File Name** specifications the system will display an exception message.

13. Select the **OK** button.



SB 70 File Upload

ame of your file (Use the BROWSE button to find your file).

button to start this operation.

no data will be uploaded. Please correct errors and upload the entire file again.

SB70 Application [X]

The format of file name is incorrect.

OK

14. The system will display the **SB 70 File Upload** screen.

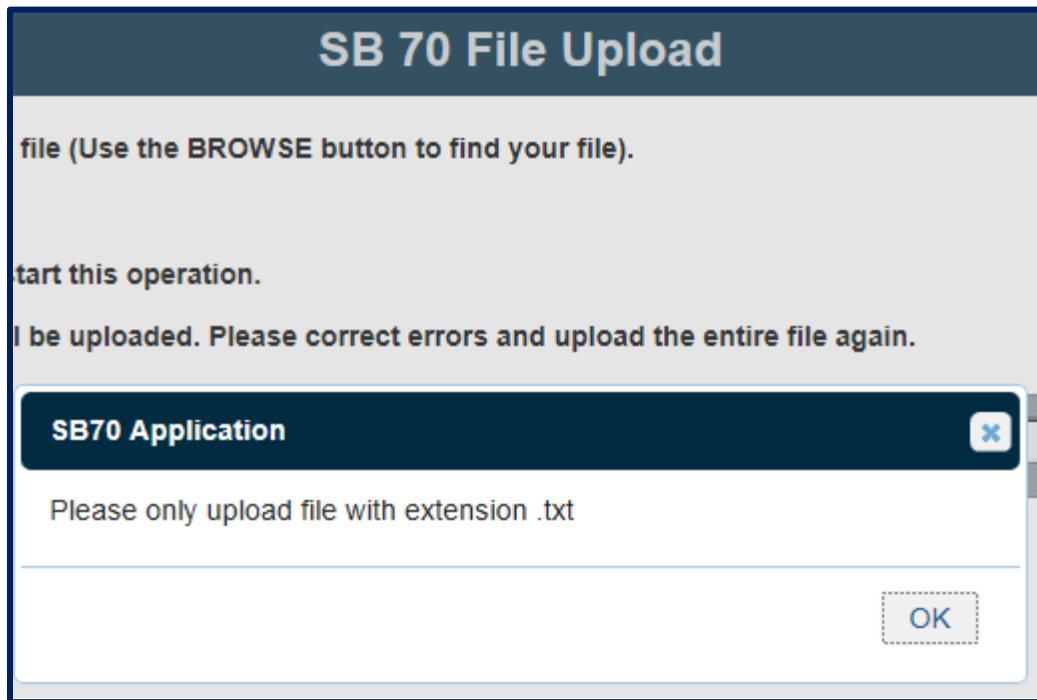
15. Correct the **File Name** to comply with the specifications.

16. Enter the **School ID**, select the **Academic Year** and select the corrected **File** to upload.

17. If the file type does not comply with the file format requirements the system will display an exception message.

- Note: The file format **must** be a **fixed field length text file**.

18. Select the **OK** button.



19. The system will display the **SB 70 File Upload** screen.

20. Correct the **File Format** to comply with the fixed field length text file requirement.

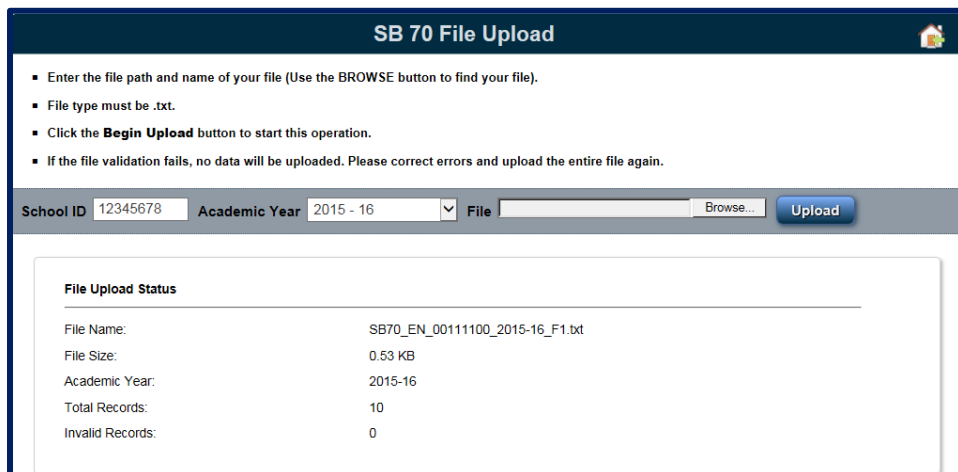
21. Enter the **School ID**, select the **Academic Year** and select the corrected **File** to upload.

22. If the file passes the **File Name and Format** validation the system will display the **SB 70 Application Successful** upload dialogue box.

23. Select the **OK** button.

24. The system will display the **File Upload Status** embedded panel which provides a high level overview of the file status.

- Note: There are no invalid records for this upload file.



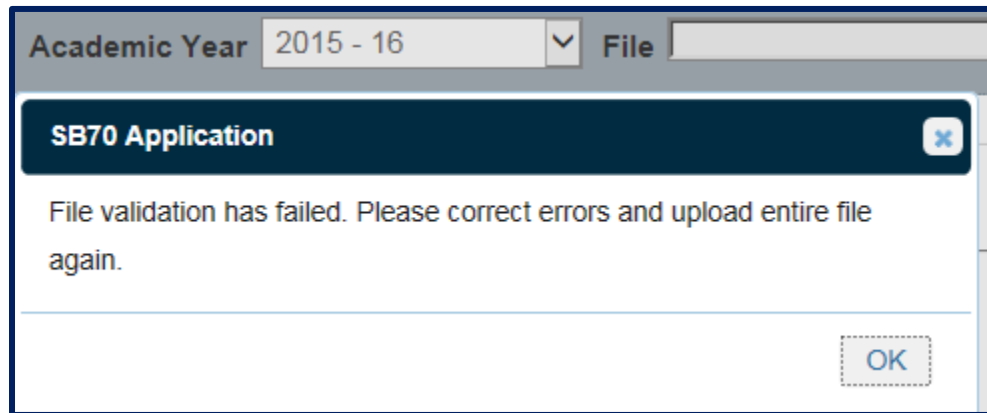
The image shows the "SB 70 File Upload" screen. At the top is a dark blue header bar with the title "SB 70 File Upload" and a home icon. Below the header bar is a list of instructions: "Enter the file path and name of your file (Use the **BROWSE** button to find your file).", "File type must be .txt.", "Click the **Begin Upload** button to start this operation.", and "If the file validation fails, no data will be uploaded. Please correct errors and upload the entire file again." Below the instructions is a form with three fields: "School ID" with the value "12345678", "Academic Year" with a dropdown menu showing "2015 - 16", and "File" with a "Browse..." button. To the right of the "File" field is an "Upload" button. Below the form is a "File Upload Status" panel. The panel contains the following information:

File Name:	SB70_EN_00111100_2015-16_F1.txt
File Size:	0.53 KB
Academic Year:	2015-16
Total Records:	10
Invalid Records:	0

25. If the file fails field level validation the system will reject the file and display an exception message.

- Note: If the file fails the field level validation the error(s) **must** be corrected and the **entire file** must be **uploaded again**.

26. Select the **OK** button.



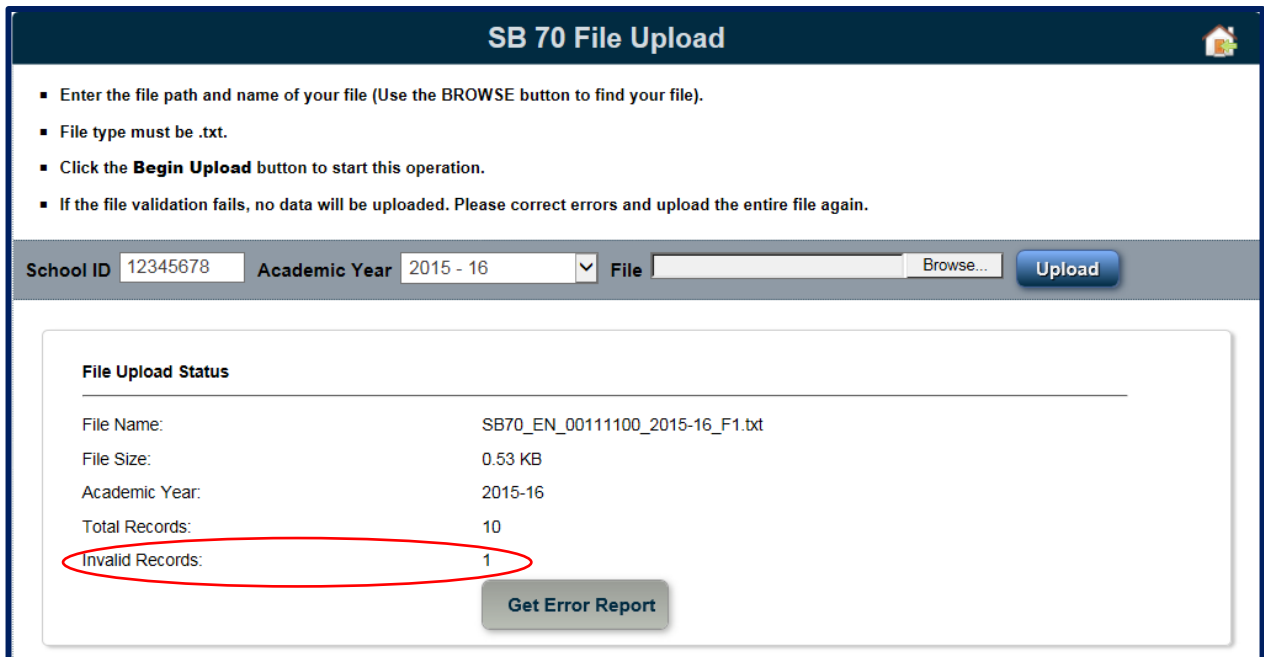
27. The system will display the File Upload Status embedded panel which provides a high level overview of the file status.

28. Review the file status detail.

- Note: There are invalid records in this uploaded file.

29. The system will display the **Get Error Report** button.

- Note: the **Get Error Report** button will **only** display when there are invalid records.



SB 70 File Upload

- Enter the file path and name of your file (Use the BROWSE button to find your file).
- File type must be .txt.
- Click the **Begin Upload** button to start this operation.
- If the file validation fails, no data will be uploaded. Please correct errors and upload the entire file again.

School ID: 12345678 Academic Year: 2015 - 16 File: Browse... Upload

File Upload Status

File Name:	SB70_EN_00111100_2015-16_F1.txt
File Size:	0.53 KB
Academic Year:	2015-16
Total Records:	10
Invalid Records:	1

Get Error Report

30. If the **Get Error Report** button is displayed, select it.
31. The system will open a separate browser window and display the **Validation Error Report** and provide details of the errors. **Note:** Line length error means the line specifications were not met; the entry was too long or too short.

<p>CALIFORNIA STUDENT AID COMMISSION</p> <p>SB70 Enrollment File - Validation Error Report</p> <p>ALLAN HANCOCK COLLEGE(00111100) 4/17/2017 3:38:28 PM</p>	
<p>1 0011116100 2015-16 2015-16 1 2 1 2 10 000001 1</p> <p>Line length error.</p>	

32. Correct the invalid records in the file.
33. Navigate back to the **SB 70 File Upload** screen.
34. Enter the **School ID**, select the **Academic Year** and select the corrected **File** to upload.
35. The system will display the **SB 70 Application Overwrite** message if the file name is not changed. **Note:** To upload multiple files, change the end of the file name from “F1” to “F2” to prevent an overwrite.
36. Select the **Yes** button.
 - Note: By selecting the **Yes** button any previously uploaded files will be overwritten.

SB 70 File Upload

the **BROWSE** button to find your file).

operation.

aded. Please correct errors and upload the entire file again.

SB70 Application ✕

The selected file was already uploaded. Do you want to overwrite it?

Yes
No

37. The system will display the ***File Upload Status*** embedded panel which provides a high level overview of the file status.

- Note: The corrected file does not contain any invalid records.

SB 70 File Upload

- Enter the file path and name of your file (Use the BROWSE button to find your file).
- File type must be .txt.
- Click the **Begin Upload** button to start this operation.
- If the file validation fails, no data will be uploaded. Please correct errors and upload the entire file again.

School ID
Academic Year
File

File Upload Status

File Name:	SB70_EN_00111100_2015-16_F1.txt
File Size:	0.53 KB
Academic Year:	2015-16
Total Records:	10
Invalid Records:	0

Reference Information

- Import Specification Upload User Guide
- SB 70 Data Reporting Training Modules

Frequently Asked Questions – SB 70

General Questions

1. What file type is required for the upload?

The import specifications must be a fixed field length *text file* and shall not exceed 25 MB.

2. Can we submit either the aggregate or the unitary data? Do we have to submit both?

You only need to submit aggregate data (which includes the Enrollment, Persistence, and Graduation files) OR you can submit one unitary file.

3. If we add one of our IT staff members to WebGrants with SB 70 access only, does that person still need to complete the yearly security training?

Yes.

4. How can we correct data from last year's report?

If you need to resubmit data for an academic year, you may do so by informing Institutional Support and utilizing the Secure File Upload screen in WebGrants.

Enrollment File Questions

5. Which students are included in the enrollment file? (What is the cohort definition for the enrollment report? For high school? For ESL? Visiting students?)

The enrollment cohort is made up of any students who were new to your institution during the academic year being reported (July 1, 20XX – June 30, 20XX). High school students who were concurrently taking college courses for credit will not be counted in your enrollment file.

Students who were visiting, taking basic skills, remedial or ESL classes are also excluded from the report.

6. Will the enrollment file include all students attending my institution?

No. The enrollment file only captures students who were newly enrolled in your institution during the academic year.

7. With respect to reporting race/ethnicity, is it sufficient to report using the Integrated Postsecondary Education Data System (IPEDS) category (1-9) or are institutions required to report on the specific Asian and Pacific Islander groups?

If you do not collect the detail of race/ethnicity, you may utilize categories 1-9. The Commission is encouraging institutions to consider collecting this level of detail moving forward.

8. Full-Time/Part-Time is based on units completed, not units attempted?

Yes. Full-Time/Part-Time is based on units completed. A student who enrolls in 24 semester or 36 quarter units should be reported as full-time. Students who complete less than 24 semester or 36 quarter units for all terms attended during the academic year should be reported as part-time.

[Persistence File Questions](#)**9. How does my institution report persistence data?**

The persistence file will represent any students reported from the previous enrollment cohort who returned to your campus and completed at least one course during the academic year for which you are reporting. For example: students reported in your 2013-14 enrollment cohort who returned in the 2016-17 academic year will be included in your 2016-17 persistence file.

10. Will we be able to adjust the original cohort for persistence due to military leave, death, etc.?

Currently, no.

[Graduation File Questions](#)**11. Which students do I include on the graduation file?**

The graduation file will only include students who were captured on the previous enrollment cohort who graduated during the academic year for which you are reporting. For example: students reported in your 2013-14 enrollment cohort who graduated during the 2016-17 academic year will be included in your 2016-17 graduation file.

12. If a student enrolls in multiple programs, but graduates from them in separate academic years, would they show up in the graduation data for both academic years, or would they just count in the first one?

The student would be reported in both academic years.

13. If we don't have any students who graduated in a cohort, do we report a graduation file at all?

No. If you have no data to report, you would not need to submit a file.

Unitary File Questions

14. When reporting unitary data, when must the institution report the “award level” and CIP Code? Is this only reported if they are graduating?

Yes, that is correct. Award level and CIP Code are only reported for students who have graduated. Please reference the File Import Specifications for the “null” value to indicate these areas do not apply to the student.

15. Is the unitary data only students new to the institution?

For unitary data, you will need to include all undergraduate students. Based on the data submitted, the Commission will be able to aggregate and produce the appropriate files for you.

16. Is the student's high school graduation date required?

Yes, the high school graduation date field is required. All students reported on the unitary file need to have his or her high school graduation date reported. If you do not have the data available, you may use 07/01/2000.

17. How can institutions submit job placement rate and salary/wage information?

Institutions have 2 methods to submit job placement rate and salary/wage information.

1. Provide Performance Fact Sheets
2. Use the College Wage Tracker Methodology

Job Placement Rate and Salary/Wage Questions

18. Where can I find more information on the "Performance Fact Sheet"?

More information may be found at: <http://www.bppe.ca.gov/schools/pfs.pdf>